Process Name: Purchasing	**Process Identifier:** PU
Sub-Process Name: Award Document (OFST)	**Sub-Process Identifier**: PU-3 (O)

Sub-Process Purpose and Objectives: To create a PO to get a one-time purchase under $400 paid (the agency has already acquired the item[s] and must enter the documentation into TOPS necessary to get the vendor paid).

Sub-Process Description: Purchasing and receiving data are entered into the OFST screen of the TOPS system, which generates a PO in the system. The agency may wish to print the PO to maintain a file copy and/or to send a copy to the vendor. The process flow then passes to the Invoice sub-process.

Sub-Process Trigger(s):	**Key Sub-Process Participants:**
• An agency wished to get a One Time purchase under $400 paid.	• Agency Purchasing Department • Vendors / Bidders (if they want a copy of the PO)

Inputs:

Input	Format	Volume/Time	Suppliers
OFST Entries	Electronic		Agencies

Outputs:

Output	Format	Volume/Time	Recipients
POs (optional)	Paper		Vendors

Process Name: Purchasing	Process Identifier: PU
Sub-Process Name: Award Document (OFST)	**Sub-Process Identifier**: PU-3 (O)

Performance Measures Tracked:

Measure	Approx. Value	Target Value

Laws, Regulations, and Policies That Govern Sub-Process: Purchasing policy and State and federal code

Current Sub-Process Issues/Problems:

Improvement Opportunities:

Opportunity *Merge cells to link one Opportunity to multiple impacts)*	Organizational Impacts *(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)*	
Implement the ability to send purchase orders directly to the receiving vendor's system (i.e., no manual entry on the vendor's part)	Electronic signatures / authentication	
Implement the ability to post award information on the web directly from the purchasing application		

Applications that Support the Sub-process

Application Name(s) *(Internal name and vendor's name)*	Technology Description *(Programming vendor, language, platform, database, etc.)*
TOPS	TOPS is based on a system that was developed by Information Management Specialists, Inc.; the company conducts business under the name of Informs. Informs' name for the system is Advanced Government Purchasing System (AGPS). The system is written in COBOL and runs on a mainframe.

Process Name: Purchasing	**Process Identifier:** PU
Sub-Process Name: Award Document (OFST)	**Sub-Process Identifier**: PU-3 (O)
STARS	STARS is a mainframe-based governmental accounting system that was developed by KPMG. It is written in COBOL and uses an IMS database.

Process: Purchasing	File: PU-3 (o) Award Document.vsd
Sub-Process: Award Document (OFST)	Date: 12/14/02
Prepared By: STA	Page: 1/1

Vendor

Receive PO

Agency

Payment for OFST Purchase Needed → Enter Purchase Info. on OFST Screen → Print PO? → No → 1

Print PO? → Yes → Print PO

Receive & File PO

Vendor Wants Copy of PO?

Send PO to Vendor

1 → PU - 5 Invoice

Purchasing Department

TOPS

OFST Data Entered: Vendor, Accounting, Receiving, etc. → PO Generated → PO Printed

Internet